ELECTRONIC EMERGENCY NOTIFICATION POLICY AND PROCEDURE

In the event of a major emergency or disaster on campus or in the greater community with the potential to compromise the safety of students, faculty, or staff, the College will make every effort to provide timely notification through multiple electronic communication channels.

This document is intended to detail the procedure and to assign responsibilities for notification to the College community. The College’s Critical Incident Management Plan (CIMP) describes detailed guidelines for appropriate response to emergencies and disasters and is the guiding document in crisis situations.

In the event of an existing or potential major emergency or disaster that has direct impact on the College campus or community:

1. The on-duty Security Officer is contacted at ext. 6899 or 802-387-6899

2. The Security Officer or Director of Safety and Security will assess the situation, in consultation with the Dean of Students, based upon information available

3. If an immediate or declared emergency exists, the Director of Safety and Security, Assistant Director of Safety and Security, or Dean of Students will,
   a. Contact 9-1-1 (if necessary)
   b. Initiate notification to students, faculty, and staff through the following electronic communications channels:
      - e2Campus text and voice messaging notification system
      - Broadcast e-mail
      - Broadcast Instant Message
   c. Contact the President of the College (or, if the President is unavailable the senior administrator according to the following chain of command: Executive Vice President, Vice President of Administration and Finance, Vice President for Student Affairs, Vice President for Academic Affairs)
   d. Contact the Director of Human Resources

4. If the potential for an emergency exists, the Director of Safety and Security or Dean of Students will contact the President of the College (or designee, following the chain of command) for consultation prior to initiating notification to students, faculty, and staff.
5. If an emergency is declared, the Critical Incident Management Plan is activated

By using multiple electronic communications channels, it is intended that this procedure will result in timely notification of critical information and necessary response to all students, faculty, and staff to ensure their safety in the event of an existing or potential emergency on campus.

As the e2Campus text and voice messaging system is the most pervasive and immediate means of notification, this system will be tested at the start of the fall and spring semesters by sending a test alert message to all students and employees. Additionally, any student or employee who has either not signed up or has an expired or otherwise inactive account will be informed of the College’s enrollment requirement and be requested to establish an active account by Student Affairs or Human Resources respectively at the start of the fall and spring semesters.